

Certified Site Supervisor (CSS) Minimum Responsibilities for Recycled Water (RW) Systems

The CSS is required to oversee daily operation and maintenance to ensure that the RW system always remains in compliance with South Bay Water Recycling Rules and Regulations (R&R) and its Permit. This includes but is not limited to the following activities.

1. Request a copy of all Documents (plans and reports) and Permit forms from the Retailer if you don't have them.
2. Notify the Retailer of any proposed modifications to a RW system and obtain Retailer approval before making any modifications.
3. Perform timely repairs to the RW system including sprinkler heads, drip irrigation system emitters, spray patterns, pipe, valves, pumps, storage facilities, controllers, signs etc.
4. Ensure all materials used during the repair and maintenance of the RW System meet the R&R requirements.
5. Check and replace all damaged RW identification signs, tags, stickers and above grade pipe markings and their proper placement and legibility. Verify signage always complies with the Documents.
6. Check spray patterns to eliminate ponding, runoff and spray conditions outside the Approved Use Area. When identified, the RW system must be adjusted to prevent further ponding or runoff. Santa Clara County Vector Control District regulations require that evidence of mosquitoes breeding within ponding must be noted and immediately eliminated.
7. Establish and maintain an accurate record keeping system of all modifications, tests, inspections and repair work.
8. Submit an ASIR (Annual Site Inspection report) to the Retailer on time.
9. Train other personnel involved with RW System operation and maintenance activities including hand watering per the Operation Plan and any Engineering Report requirements.
10. Ensure no Cross-Connections exist with any other water systems.
11. Inform the Retailer about any scheduled Cross-Connection Test (CCT) or Backflow test. The Retailer must be present at these tests and the CSS must submit test results to the Retailer.
12. Immediately inform the Retailer of any RW system failures, pipe breaks, discharges or other emergencies to avoid violations and potential RW system shut down by the Retailer. Also inform the Retailer about low pressure, low flow, or changes to water quality as soon as possible.
13. Notify the Retailer as soon as possible of a change in a RW system's designated CSS.
14. Facilitate visits by Retailer inspectors and South Bay Water Recycling upon request.
15. The Permit may also require additional compliance steps or activities not listed above.